Approved For Release 2001/05/23 : CIA-RDP80-01826R000400110017-2

# Security Information

## ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

#### of the

### CAREER SERVICE BOARDS

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I. Organization of the CAREER SERVICE BOARDS

### OTA CAREER SERVICE BOARD

Deputy Director of Central Intelligence
Deputy Director/Plans
Deputy Director/Intelligence
Deputy Director/Administration
Inspector General
Assistant Director (Personnel)
Director of Training
Three Assistant Directors (or Office Heads

Three Assistant Directors (or Office Heads), each to serve for terms of six months' duration (See attached Schedule A)

Executive Secretary - Non-voting

Three members of the Board constitute a quorum. If a member cannot be present, he may send a representative who will not, however, be counted in determining whether a quorum is present, nor may he cast a vote, formally, on behalf of his principal. The Board will hold scheduled monthly meetings, and agenda and minutes of meetings will be distributed to all persons on Schedule A.

#### SECRETARIAT

The Career Development Staff of the Office of Personnel serves as the Secretariat of the CLA Career Service Board and the Chief, Career Development Staff serves as the Executive Secretary of the Board.

Note: The 17 Office Career Service Boards, with composition as shown at the lower left, are located in the following

units of CIA:

080	00	Training
OPC	ORR	Personnel
COMMO	OCD	Administration
TSS	OCI	General Services
	OST	1&SO
	ONE	Procurement
	U.L	Finance

### /Office/ Career Service Board

Assistant Director (or Office Head) ex officio
Three or more Staff or Division Chiefs, or
comparable high-level officials
Secretariat - Non-voting. (In most cases it
will be composed of Administrative and
Personnel Officers of the Office concerned
and will perform staff support for the Board.)

### Functional Boards

Hazardous Duty Board Honor Awards Board Professional Selection Panel Selection Boards for Service Schools, etc.

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## II. Functions of the CIA Career Service Board

- 1. Develops policy governing the Career Service Program for approval by the DCI and serves as his advisor on all matters concerning the Program.
- 2. Supervises and reviews the functioning of Office Career Service Boards.
- 3. Establishes and maintains an Executive Inventory (GS 15 and above).
- 4. Makes recommendations for filling key positions in the Agency with personnel from the Executive Inventory.
- 5. Reviews evaluation of personnel contained in the Executive Inventory and recommends rotation programs for their further development.
- 6. Approves the allocation of Rotation Loan Slots to Office Career Service Boards. (see Schedule B)
- 7. Supervises supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as Hazardous Duty Board, Honor Awards Board, Selection Board for Service Schools, Professional Selection Panel, etc., drawing on Agency personnel as necessary.
- 8. Prepares and submits annually to the DCI a summary of the operation of the CIA Career Service Program.

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- III. Functions of the Secretariat of the CIA Career Service Board
- 1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
- 2. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
  - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
  - b. Transmitting to the CIA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.
  - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
  - d. Assisting Office Career Service Boards in effecting rotation appointments.
  - e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
  - f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
  - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agencywide basis.

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# IV. Functions of an Office Career Service Board

- 1. Serves as advisor to the Assistant Director (or Office Head) on all matters pertaining to the Career Service Program.
- 2. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
  - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
  - b. Sponsoring, developing and executing the Career Service Program of the Office concerned, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
  - c. Reviewing Personnel Evaluation Reports and proposed development, training, assignment, edvancement and promotion plans for individuals.
  - d. Recommending cancellation or continuance of career development actions.
  - e. Participating in the development and execution of approved extra-Office rotation systems.
  - f. Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
  - g. Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
  - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
  - in Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
- 3. Supervises supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.

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